

**DUTY STATEMENT**

GS 907T (REV. 04/02)

**SHADED AREA FOR HUMAN RESOURCES ONLY**

**INSTRUCTIONS:** Refer to the Payroll and Personnel Procedures Manual (PPPM) for Duty Statement Instructions.

RPA-

**EMS 020**

EFFECTIVE DATE:

**03/01/03**

1. <b>DGS OFFICE OR CLIENT AGENCY</b> EMS Authority	POSITION NUMBER (Agency - Unit - Class - Serial)
2. <b>UNIT NAME AND CITY LOCATED</b> Emergency Medical Services Division	3. <b>CLASS TITLE</b> Associate Governmental Program Analyst
4. <b>WORKING HOURS/SCHEDULE TO BE WORKED</b> 8:00 a.m. to 5:00 p.m. -- Flexible	5. <b>SPECIFIC LOCATION ASSIGNED TO</b> Sacramento
6. <b>PROPOSED INCUMBENT (If known)</b>	7. <b>CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)</b> 312-003-5393-005

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.

8. **BRIEFLY (1 - 3 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS**

Under the direction of the Health Program Manager I, the incumbent will provide the following staff work for the Emergency Medical Dispatcher (EMD)/EMS Communications Program and will include the following:

9. Percentage of time performing duties	10. Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i>
%	<b>ESSENTIAL FUNCTIONS</b>
30%	Develop, interpret, and maintain policies, plans, procedures, and regulations for the program. Hold public hearings, obtain public comments, and prepare regulatory rulemaking materials pursuant to the APA. Prepare materials to obtain review and approval from the Commission of EMS.
30%	Provide technical assistance, consultation, and liaison services to the Commission on EMS, local EMS agencies, public safety agencies, private providers, educational institutions, EMD personnel and staff, and others regarding the EMD\EMS Communications program
15%	Research issues and develop solutions to problems for the EMD\EMS Communications program. Review and analyze related legislation.
10%	Develop, implement, and maintain policies, parameters, and procedures for the review, approval, and monitoring of EMD training programs. Review, approve and monitor training programs and investigate complaints and discrepancies.
5%	Develop and provide training sessions for local EMS agencies and EMS dispatch provider agencies regarding EMD\EMS Communications program requirements.
5%	Provide oversight for the Office of Traffic Safety EMD Grant. Review grant proposals from local EMS agencies. Monitor grants awarded to local EMS agencies for EMD\EMS Communications related projects.

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5%	<p><b>MARGINAL FUNCTIONS</b></p> <p>Attend EMS Commission Meetings. Make presentations to various community groups and other duties as required.</p> <p><b>KNOWLEDGE AND ABILITIES</b></p> <p>Knowledge of: Public health, mental health and health care services programs and trends; problems and procedures involved in establishing community relationships and assessing community health program needs and resources; preparation and planning for coordinated programs with local and Federal agencies, private agencies and health care providers; principles and methods of public administration including organization, personnel and fiscal management; methods of preparing reports; research and survey methods; methods and principles of medical care administration, disease and disability prevention, health promotion and medical rehabilitation; procedures, planning, implementation and monitoring of programs; design and plan for coordination of programs with Federal and local agencies; legislative processes.</p> <p>Ability to: Assist in development of public health and health care projects; apply health regulations, policies and procedures; participate in monitoring and evaluating health programs and projects; gather, analyze and organize data related to health programs; analyze administrative problems and recommend effective action; speak and write effectively; act as program liaison with staff in other programs at the Federal, State, and local level; assist in planning, conducting and evaluating of field projects; recommend and take actions on a variety of health programs, project activities, staffing and budgetary processes; analyze proposed legislation, regulations and health program standards; provide consultation and technical assistance to local agencies; serve on task forces and committees as a program representative.</p> <p><b>SPECIAL PERSONAL CHARACTERISTICS</b></p> <p>NOTE: The incumbent will be "on call" outside of normal working hours to assist in the State's medical response to a disaster.</p> <p><b>DESIRABLE QUALIFICATIONS</b></p> <ul style="list-style-type: none"> <li>• Knowledge of and/or experience in emergency, public health and/or or a health/ medical background</li> <li>• Strong written, analytical, interpersonal and oral communications skills,</li> <li>• Ability to act with flexibility and tact.</li> </ul> <p><b>INTERPERSONAL SKILLS</b></p> <ul style="list-style-type: none"> <li>• Work well as part of a team and independently as necessary,</li> <li>• Build good working relationships with constituents.</li> </ul> <p><b>WORK ENVIRONMENT, MENTAL AND PHYSICAL ABILITIES</b></p> <ul style="list-style-type: none"> <li>• Office environment, business dress for a professional office</li> <li>• Present self professionally</li> <li>• Ability to effectively handle stress, multiple tasks and tight deadlines calmly and efficiently</li> <li>• Ability to communicate confidently and courteously with people of different backgrounds, different ethnic origins, and different personality types; with the general public, private sector professionals and people of various level of responsibility within state, local and the federal government</li> </ul>

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	<p><b>WORK ENVIRONMENT, MENTAL AND PHYSICAL ABILITIES (Cont.)</b></p> <ul style="list-style-type: none"> <li>• Ability to consistently exercise good judgment and effective communication skills</li> <li>• Ability to sit for extended period of time</li> <li>• Ability to use a computer</li> <li>• Ability to travel on an occasional to moderate basis and occasionally work overtime</li> </ul>	
11. SUPERVISOR'S STATEMENT: <i>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</i>		
SUPERVISOR'S NAME (Print) Bonnie Sinz	SUPERVISOR'S SIGNATURE	DATE
12. EMPLOYEE'S STATEMENT: <i>I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT</i>		
<p>The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise to balance the workload.</p>		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE